

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on April 21, 2016 in the Health Education Center.

**MEMBERS PRESENT:**

Aubrey Miller, <i>Chairman</i>	Jenny Peters, <i>Trustee</i>
Don Amundson, <i>Secretary/Treasurer</i>	Tom Bennett, <i>Trustee</i>

**EXCUSED MEMBERS:**

June Voldseth, *Vice Chairman*

**OTHERS PRESENT:**

Roxanne Berg, <i>Interim BO Manager</i>	Patsy Elings, <i>QI/Compliance</i>
Shay Hamilton, <i>Interim DON</i>	Peggy Hiner, <i>HR Director</i>
Gia Holiway, <i>Clinic Director</i>	Brad Howell, <i>CEO</i>
Jane Moe, <i>Marketing Director</i>	Becky Sturdevant, <i>FPN</i>
Kayla Tellock, <i>Executive Secretary</i>	

**WELCOME AND INTRODUCTION**

Mr. Miller called the meeting to order at 5:13 pm.

Due to the low number of Board members, it has been advised to temporarily suspend the Board of Trustees Bylaws, reference Article 3.1.1. It was also recommended that the Board minutes to be submitted and reviewed by the County Commissioners. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson temporary suspend of the Board of Trustees Bylaws, Article 3.1.1 was approved.*

**MARCH MINUTES**

The March Board Minutes were presented. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson the March Board Minutes were adopted as written.*

**REGULAR AGENDA**

***I. Information Report to Board: Revenue Cycle (Coding)***

- a. Ms. Elings and Ms. Berg gave a hand out to the Board and discussed the coding process in revenue cycle. The Board thanked Ms. Elings and Ms. Berg for coming and discussing the coding process.

***II. Management Reports to the Board***

- a. CEO Report
  - i. Mr. Howell reported that Chris Stevens with Cerner was onsite today to discuss how the Cerner system is working and how it's not working for WMH. It was very educational meeting.
  - ii. Would like to thank all of leadership for everything they pick up while the CEO is offsite.

- b. DON Report
  - i. Ms. Hamilton reviewed the DON report statistics. IV pumps have been ordered. WMH has received a DON Assistant applicant who we have interviewed and also did a peer interview. There are three DON applicants and just waiting to hear more about the applicants. WMH should hear about the grant for the Med-Cabinet within three to six months.
  - ii. Restorative care wasn't being done correctly and not all of the staff knew what qualified as restorative care. We have re-educated everyone in the Nursing department and everything went very well.
  - iii. The CNA's and RN's will be evaluating falls right as they happen.
- c. Clinic Report
  - i. Ms. Holiway reported on the clinic statistics. Clinic positions are two full-time RN's and a Community Health Coordinator. Meaningful Use was submitted last month and everything came back great now we are submitting the claims to CMS. Ms. Tellock will be attending Green Belt Training next week for Lean Six Sigma.
- d. Operations/Foundation/Marketing Report
  - i. WMH has received the Bair Family Trust and received the full amount requested for \$22,000. Will need approval to use \$7,000 for the refrigerators and floor scrubbers. The Board has asked if a list can be made of all the equipment that needs to be rotated out after so many years. Mr. Gee has been working on a spreadsheet that will help us keep track of the equipment. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters, the refrigerators and floor scrubbers were approved for purchasing of \$7,000.*
- e. HR Report
  - i. Ms. Hiner reported the positions open at WMH. Excited about the Assistant DON position.

### **III. March Financials**

- a. For March, we posted income of \$197,000. This was favorable to budget by \$222,000. Favorable bottom line was due to non-operating income items of \$70,000 gain on the investments and Helmsley Grant income of \$218,000. Patient Revenues were unfavorable against budget by \$30,500, but contractual and bad debts were favorable by 9,500.
- b. Our Operating Expenses were unfavorable to budget by \$14,000. Other Professional Expenses were unfavorable by \$24k. We continue to be short handed in CNAs.
- c. Year to date, through 3 months; we have income of \$96,000. This income was favorable to budget by \$170k. This is caused by non-operating income as previously mentioned. Operating Loss of \$150k is a result of lower inpatient volumes resulting in \$41,000 unfavorable variance, higher contractual, bad debt and charity is unfavorable by \$5,000. Other Operating Revenues are unfavorable to budget based upon timing of when we are receiving the telecom grant funds. Total Expenses are favorable to budget by \$38,000.
- d. We ended the month with \$275,000 in Cash reserves. Cash increased by \$78,000 from the prior month balance, and increased \$34k from last year end.
- e. We have approximately \$2.2m in Restricted Funds, and \$846,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$365,000, an increase of \$93,000 from last month.

- f. Accounts Receivable days ended the month at 70; a decrease of 4 days from last month where we were at 74 days.
- g. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Peters, the March Financial Statements were approved as presented.*

**IV. Old Business**

- a. Strategic Planning
  - i. Mr. Howell discussed the homework that was given out earlier last week. The homework is due tomorrow, Friday April 22<sup>nd</sup>. The Strategic Planning Retreat will be at the Wheatland County Fire Hall on May 5<sup>th</sup> at 9AM to 5PM.
- b. eEmergency
  - i. The eEmergency kick-off date has been postponed for a few weeks.
- c. Dr. Jutila's Schedule
  - i. This will be rapidly approaching, and the compensation committee will need to meet. Ms. Hiner will need to attend to help with benefits.

**V. New Business**

- a. Board Resignation
  - i. The Board of Trustees will need to recruit for replacements. If there are any applicants that come in, give them an application and forward it to Chairperson Miller.
- b. Coding Audit
  - i. Mr. Howell is working on a contract with a company to do a coding audit for WMH. The ICD-10 system has been up and running for a while so we want to make sure we are doing things right. This will be very helpful for the coder and providers. Will have a meeting with both Ms. Elings and the providers to discuss how the audit went and how we can improve.
- c. PT Expansion
  - i. It has been discussed to move Physical Therapy offsite to make more room for the facility and Physical Therapy department. This would allow us to reorganize the facility. The Board discussed if there is enough clientele to be bring in enough revenue it would be a great opportunity. Mr. Howell will do research to see if it is possible.

**VI. Announcements**

- a. Next WMH Board meeting will be held on May 19, 2016 at 5:00 PM in the HEC room.
- b. Next Provider/Board Meeting, June 22, 2016 at 5:00 PM in the Clinic Lobby.

**VII. Executive Session**

- a. The executive session began at 6:31 pm.

**VIII. Adjournment**

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:06 pm.

  
DON AMUNDSON, SECRETARY/TREASURER